

KEITH RUSSELL  
ASSESSOR



OFFICE OF THE  
MARICOPA COUNTY  
ASSESSOR

**SPLITS - COMBINES**  
**Accelerated Assessor Parcel Numbers**  
**Submittal Requirements and Guidelines**  
**November 2004**

**REQUIREMENTS and APPLICATION FORM**

- Requests for an Accelerated Parcel Numbers (APNs) will be issued for the purposes of obtaining permits only and may be submitted by the property owner or their duly appointed representative, using the APPLICATION for ACCELERATED PARCEL NUMBERS for PROPERTY SPLITS and / or COMBINES form (page 2). *The cities do not request this service for the owner.*
- The request and required materials must be submitted in person to the Assessor's Office at 301 W. Jefferson St., Phoenix, AZ., Assessor's Customer Service Counter.
- The Request MUST contain:
  - A completed copy of the APPLICATION for ACCELERATED PARCEL NUMBERS for PROPERTY SPLITS and / or COMBINES form, including the parent parcel number.
  - One (1) Certified (from the Recorder's Office) Copy of the recorded deed and instruments describing the new parcel(s). The Original Certified Copy can be obtained at the Recorder's Office at 111 S. 3<sup>rd</sup> Ave., Phoenix, AZ.
  - One copy of the site plan, drawn to scale, that will be used for the purposes of obtaining a permit.
- Recorded surveys and minor land division plats, with a registered land surveyor's or civil engineer's seal may be included with the application for information purposes, but will not be accepted in lieu of the recorded deed.
- Applications will not be accepted after 4:30p.m.
- The Assessor's Office will assign and provide an Assessor Parcel Numbers (APN) within five (5) business days, beginning the day after receipt of the required Application form, information and data. After assignment, the APN's will be faxed, mailed, or e-mailed to the address on the application form. *The requestor should make a copy of the mail containing the APN's and submit to the permitting entity as proof of the new parcel numbers.*
- The Assessor's Office will not issue new APN's at the time of submittal. They will be *will faxed, mailed, or e-mailed only.*
- Should any discrepancies arise during the processing of the application due to missing or incorrect information, or ownership – legal description problems, it will be removed from the Accelerated Parcel Numbering process.

***Please note: Assessor Parcel Numbers (APNs) can not be assigned to any parcels until all ownership or dedication problems are resolved. A member of the Assessor's staff will contact the requestor and inform them of the problem.***

**THERE WILL BE NO EXCEPTIONS REGARDING PROBLEMATIC APPLICATIONS**

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**APPLICATION for ACCELERATED PARCEL NUMBERS**  
**PROPERTY SPLITS and / or COMBINES**

Please check activity requested:                      ☐ SPLIT                      ☐ COMBINE

**Please note: A Parent parcel number is required on all documents, to process this request.**

Instrument Type	Recording Number	Recording Date	Parent Parcel Number

Owner's Name:	
Contact-Agent Name:	
Mailing Address:	
City, State, Zip Code:	
Daytime Phone Num:	
Fax Number:	
E-Mail Address:	

**Barring no problems with the application and submitted documentation, the APN(s) will be available within five (5) business days. You will be contacted when they are available. *One copy will be faxed, mailed, or e-mailed to the contact person.* Should you have any questions regarding this program, please contact Ramanda Johnson at 602 506-0198.**

**OWNER – AGENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_**

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For Official Use Only

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

- Make certain APN is on all documents submitted.
- Attach cover sheet and place in Priority basket.
- Complete Check Off Sheet

**ACCELERATED PARCEL NUMBERS PROPERTY SPLITS and / or COMBINES**

**Check Off Sheet  
Customer Service Counter**

- ( Parent Parcel Number: \_\_\_\_\_**
- ( Application Complete?**
- ( Ownership Verified?**
- ( All Splits Documentation Received?**
- ( Site Plan Map – to Scale?**
- ( Parent Parcel Labeled on all Documents?**
- ( Date and Time Stamped?**
- ( Logged into System on W Drive?**
- ( Routed to Splits Dept. (Ownership)?**